



Town of Whitestown
Department of Building and Planning
6210 Veterans Dr
Whitestown, Indiana 46075

Lauren Bailey
Director of Planning &
Community Development
317.732.4535
planning@whitestown.in.gov

RESIDENTIAL BUILDING: REMODEL

BUILDING PERMIT APPLICATION PACKET

This packet includes details for the documents needed to complete the application process for remodel or basement finish of a residential building.

- Submit application and materials either by
 - **E-mail:** planning@whitestown.in.gov ----Please merge all documents and materials into one single PDF attachment in the order of the submittal checklist (Page 2).
 - **In person:** See Lauren Bailey in the Building and Planning Department at 6210 Veterans Dr. Whitestown, IN
 - **Mail:** Send application and materials to the Building and Planning Department at 6210 Veterans Dr. Whitestown, IN
- Applications whose plans are larger than 11"x17" must be submitted entirely in electronic format (email, CD, or jump drive).

A complete application includes:

- Application
- Construction Plans

SUBMITTAL CHECKLIST

_____ **Application:** Fill out all applicable fields completely.

_____ **Parcel Number:** Visit the Boone County GIS website www.boonecounty.in.gov for this 10-digit ID number. Click "GIS">"AGREE">Search by address or zoom in on the parcel to obtain the detailed information.

_____ **Construction Plans:** ONE hard copy floor plans and a complete cross-section of the proposed structure 8.5"x11" and ONE hard copy 8.5"x11"

PERMIT FEES AND OTHER FEES

Fees are not paid until the permit has been issued and is ready for pick up.

REMODEL, OR BASEMENT FINISH

\$215 base fee + applicable inspections:

- Site Plan Review\$60
- Temporary Electric.....\$125
- Footing or Slab Foundation.....\$125
- Rough-in (electric, plumbing, HVAC, frame).....\$125
- Final.....\$125

Failed inspections will be assessed a respective re-inspection fee and must be paid prior to the final inspection or issuance of the Certificate of Occupancy.

Beginning work without securing permits will be assessed a fine of **twice** the calculated permit fee. Fine must be paid before a permit will be issued.

- Questions about inspections or code requirements can be directed to the Whitestown Building Inspector at 317.942.1553

PERMIT APPLICATION

This application is being submitted for:

☐ Residential Remodel

For office use only	
Permit Number: _____	
Permit Fee: _____	EDC Fee: _____
Park Impact Fee _____	
Issued: _____	Expires: _____

Date Application is Submitted:	Driveway Permit:	Drainage Permit #:	Sewer/Water Permit #:
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Applicant and Contact Information

Name of applicant:	
Address of applicant (street, city, state, zip):	
Contact person for the permit:	
Contact phone:	Contact email:

Contractor and Contact Information

Name of contractor:	
Address of contractor (street, city, state, zip):	
Contact person:	Contact phone:

Location Information

Address of location to be improved (street, city, state, zip):		
Subdivision:	Section #:	Lot #:
Parcel number:		
TOTAL structure area or area of work (sqft):		
Living area:	Garage area:	Other:
Approximate total construction cost:		

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understand this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

Signature of Applicant: _____

Inspection Estimate Form

Permit fees are based on the type of permit applied for as well as the required inspections. Use the form below to estimate the quantity of each inspection that will be needed for the project.

Additional inspections and re-inspections will be assessed respectively and must be paid prior to the final inspection or issuance of the Certificate of Occupancy.

This application is being submitted for (check all that apply):

☐ New Structure ☐ Addition ☐ Accessory Structure ☐ Remodel/Build Out

Inspection	Quantity Needed	Contractor Name	Contractor Email/Phone
Temporary Electric			Mail: Phone:
Footing or Slab/ Foundation			Mail: Phone:
Rough-in-Electric			Mail: Phone
Rough-in-Plumbing			Mail: Phone:
Rough-in-HVAC			Mail: Phone:
Rough-in-Framing			Mail: Phone:
Final			Mail: Phone:
Other (describe):			Mail: Phone: